



**General Services Administration**

ARK-LA-TX Service Center  
Little Rock Federal Building  
Suite 3423  
LITTLE ROCK, ARKANSAS 72201

Date: \_\_\_\_\_

MEMORANDUM FOR General Services Administration

SUBJECT: Request for Building Entry Card.

1. The below listed employee requires the following access to the Federal Office Building (FOB).

Name	Type of Access		Days of Access
	Guard Shack		
	North Door (24 Hours)		
	Turnstile (6 am – 6 pm)		
Investigation Type	Completion Date		Adjudicated By

2. POC for this information is the undersigned at

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Agency: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**Internal Use Only**

Badge Issue Date	Badge Number	Badge Return To GSA Date
Issued By:		Returned To:

**GSA Badge Issue Schedule:**

**Tuesday: 9:00 AM - 12:00 PM**

**Thursday: 1:00 PM - 4:00 PM**